

EXHIBIT CHECKLIST

All exhibit materials attached to this application are true and correct and in compliance with all applicable rules and regulations. Copies of all publications are provided to students and prospective students appropriately and a copy of the completed enrollment agreement is provided to students upon enrollment. Transcript records are maintained permanently in the files of students who enroll in the school.

Signature of Person Authorized by the School

Date of Signing



Exhibit 1 – Publications: Attach copies of materials that are used to provide information about your institution to students and the general public. This should include your catalog, student handbook, brochures, pamphlets, and/or other handouts. If the school maintains a Web site, the materials in this exhibit will be compared to that site to confirm consistent information disclosure. If information is only available from an online source, a printed copy (with a date) must be submitted as part of this exhibit. A checklist is provided to assist with the completion and review of this exhibit and a completed checklist **must be attached** as a part of this exhibit.



Exhibit 2 – Enrollment Agreement: Attach a completed copy of the school's current enrollment agreement. (Please block out all information that might identify the student.) A completed checklist and enrollment agreement **must be attached** as a part of this exhibit.



Exhibit 3 – Transcript: Attach a completed official transcript for a student that has graduated. (Please block out all information that might identify the student.) A completed checklist and transcript **must be attached** as a part of this exhibit.



Exhibit 4 – Personnel Information: All schools must attach completed copies of administrative personnel forms as directed in the exhibit checklist. Schools not accredited by a recognized accrediting body must submit completed copies of the instructional personnel form for all instructors. For schools not accredited by a recognized accrediting body, this exhibit must include copies of résumés for all personnel hired since the submission of your previous application for certification. Résumés must include, at a minimum, the following items: educational experience, including name of institution(s) attended, dates of attendance and major areas of study, degrees received, etc.; employment information including name of employer(s) and dates of employment; and any additional background information pertinent to the position currently held at the school.



Exhibit 5 – Additional Financial Reports: If you are submitting additional financial information, include it in this exhibit. If this does not apply to your school, check this box. ☐



Exhibit 6 – Supplemental Information: If you are submitting information to supplement your application, or a narrative explanation concerning an attestation, include it as Exhibit 6. If this does not apply to your school, check this box. ☐



*Please label each exhibit clearly and attach in the order listed. A complete signed copy of this checklist **must be attached** at the front of the exhibit section.*

EXHIBIT ONE - PUBLICATION CHECKLIST

This exhibit will be evaluated to determine if all required informational disclosures are made to students and prospective students. Carefully review the description of the information, and clearly **label** your catalog, student handbook, brochures, pamphlets, handouts or other printed materials **where** the disclosure of each category of information can be found. As you complete this checklist, please include a brief description (including the page number, if applicable) that will **assist** us in **locating** each item when we review your materials.



Name and Address of School: The name and address of the school disclosed in your publications should be the official name and address reported in this application.

Document Name/Type: _____ **Page #** _____



Statement of the School's and each Program's Objectives.

Document Name/Type: _____ **Page #** _____



Program Information: The program information disclosed in your publications should be consistent with the information reported on your program inventory.



Specific titles and descriptions of content including course descriptions.

Document Name/Type: _____ **Page #** _____



Explanation of evaluation and completion requirements.

Document Name/Type: _____ **Page #** _____



Specific grade, credit hour, contact hour and/or other performance achievements required for satisfactory completion.

Document Name/Type: _____ **Page #** _____



Definitions of measures of progress.

Document Name/Type: _____ **Page #** _____



Specific methods by which program requirements may be met other than instruction offered by the school.

Document Name/Type: _____ **Page #** _____



Definitions and application of grading methods.

Document Name/Type: _____ **Page #** _____



Policies and procedures for monitoring academic progress, including achievement requirements and pertinent timeframe.

Document Name/Type: _____ **Page #** _____



Expectation of consequences for failure to maintain satisfactory academic progress, including probation, suspension, or termination.

Document Name/Type: _____ **Page #** _____



Exact designation of the certificate or degree bestowed upon satisfactory completion of each program.

Document Name/Type: _____ **Page #** _____

PUBLICATION CHECKLIST – PAGE TWO



Length of each program and course stated in definable units such as hours, days, weeks, months, and/or terms.

Document Name/Type: _____ **Page #** _____



Explanation of the instructional method to be employed (classroom, laboratory, independent study, supervised research, supervised internship or externship, etc.) for various stages of the instruction.

Document Name/Type: _____ **Page #** _____



If applicable, explanation of instructional methods, achievement evaluation, technical requirements, and other policies unique to the delivery of instruction via distance media.

Document Name/Type: _____ **Page #** _____



Schedule of classes, including dates and times of meetings.

Document Name/Type: _____ **Page #** _____



Cost Information: The cost information disclosed in your publications must be consistent with the information reported on your program inventory.



Tuition for each program

Document Name/Type: _____ **Page #** _____



Programmatic and institutional fees

Document Name/Type: _____ **Page #** _____



A reasonable estimate of required charges for:



Books **Document Name/Type:** _____ **Page #** _____



Equipment **Document Name/Type:** _____ **Page #** _____



Materials **Document Name/Type:** _____ **Page #** _____



Tools **Document Name/Type:** _____ **Page #** _____



Services **Document Name/Type:** _____ **Page #** _____



Non-incidental educational supplies or charges
Document Name/Type: _____ **Page #** _____



Cancellation Policy: If a statement of the cancellation policy is disclosed in your catalog or other publications, it must be consistent with the statement of the policy on the enrollment agreement. If the cancellation policy is not disclosed in your catalog or other publications, place N/A under *Document Name/Type*.

Document Name/Type: _____ **Page #** _____



Refund Policy: If a statement of the refund policy is disclosed in your catalog or other publications, it must be consistent with the statement of the policy on the enrollment agreement. If the refund policy is not disclosed in your catalog or other publications, place N/A beside *Document Name/Type*.

Document Name/Type: _____ **Page #** _____

PUBLICATION CHECKLIST – PAGE THREE



Student Service Information: The student service information disclosed in your publications must be consistent with the information reported on other application items.



Admission requirements and procedures for applying for admission.

Document Name/Type: _____ *Page #* _____



Conduct policy that includes the expectations of reprimand, punishment, or termination for violation.

Document Name/Type: _____ *Page #* _____



Dress policy that includes the expectations of reprimand, punishment or termination for violation.

Document Name/Type: _____ *Page #* _____



Attendance policy that includes the expectations of reprimand, punishment or termination for violation.

Document Name/Type: _____ *Page #* _____



Grievance policy that specifies what steps students must follow to file a formal grievance with the school.

Document Name/Type: _____ *Page #* _____



Withdrawal policy that specifies what steps students must take to formally withdraw from the school.

Document Name/Type: _____ *Page #* _____



Transcript issuance policy and any other school policy formally stated in school publications.

Document Name/Type: _____ *Page #* _____



Description of the physical facility.

Document Name/Type: _____ *Page #* _____



Description of the qualifications of individual instructional faculty.

Document Name/Type: _____ *Page #* _____



Description of the equipment used as instructional resources.

Document Name/Type: _____ *Page #* _____



Description of the school library and its holdings, if applicable.

Document Name/Type: _____ *Page #* _____



Statement of any institutional or program accreditation or approval claimed.

Document Name/Type: _____ *Page #* _____



Placement Assistance Information: A description of job placement assistance, counseling or other related services available to students. If your school doesn't offer placement assistance to students and graduates, place N/A beside *Document Name/Type*.

Document Name/Type: _____ *Page #* _____